

Instructions: Proposal Cover Page

The Proposal Cover Page is for both county model program proposals, as well as all other proposals. Fill out all numbered boxes, sign and attach this form to the front of your proposal. Numbers below correspond to box numbers.

1. Provide a title of the proposal that clearly defines the proposal (e.g. X County Forage Program, Expansion of Simon & Simon Widget Manufacturing).
2.
 - a. Provide the legal name of the organization/business/individual that will administer the funds. Checks for disbursement of funds will be made out to this entity. This entity will also be responsible for reporting, evaluations, distribution of 1099s, if applicable, and other duties related to the legal agreement.
 - b. Provide the mailing address for this entity.
3. Provide name and title of individual with authority to sign contracts. Attach documentation (e.g. by-laws, meeting minutes) denoting the person listed here is authorized to sign agreements.
4. Provide contact information for individual listed in item 3.
5. Address for individual listed in item 3.
6. Check appropriate boxes as they relate to entity in item 2a. Contact the Secretary of State's office [(502) 564-3490] to find out how your organization/business is registered to do business in the Commonwealth. This information can also be obtained at the Secretary of State's web site: <http://www.sos.state.ky.us/>
7. Provide tax identification number for the entity listed in item 2. This is a nine-digit number. If sole proprietorship, then this may be your social security number.
8. Check the appropriate box. If this is for a county model program, then list the appropriate model program. **One** program per cover page. Guidelines for the county model programs are available at <http://www.kyagpolicy.com/funds/>. If this is for a unique project that does not fit into any of the county model programs, check 'other.'
9. Anticipated starting date.
10. Anticipated ending date, as it relates to this funding request.
11. Check appropriate box. If this is a request for additional funds for a county model project, then include your Agricultural Development Fund application number at the top of the page (located on your agreement letter).
12. Fill out each letter as applicable. Line d. should be the sum of lines a. & c.
13. The project contact is the person to whom questions about the application will be directed. If this is the authorized representative (AR), leave blank; otherwise, fill in the appropriate information.
14. Relates to item 13, if applicable.
15. Relates to item 13, if applicable.
16. Indicate amount of funding you have received from county and state Agricultural Development Funds. This includes amount received from county model programs.

17. This amount should be equal to or less than 50% of the total project budget.
18. For informational purposes only. Agricultural Development Funds provide an opportunity to leverage other funding, additionally some projects do not fall within the scope of the Agricultural Development Board's funding principles; therefore, it is prudent to explore other funding options available. If you have applied to other county agricultural development councils, please list those counties.
19. Provide a brief summary of your proposal. Specifically address the goal of the project and how the requested funds will be used.

Make sure the Authorized Representative (AR) signs and dates the cover page.